

Lucas County Juvenile Court
CASA/CRB Volunteer Association, Inc.



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Volunteer Reimbursement Form

I, _____, hereby certify that I attended the:
(Volunteer's Name)

_____ Conference Seminar Workshop
(circle one)

from _____ to _____
(Date) (Date)

I attended the following sessions:

	Workshop Title	Date	Hours
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

(*please see reverse side for additional space)

I hereby certify that I incurred actual conference expenses equal to \$ _____. I understand I must submit all receipts, a conference/seminar/workshop brochure and individual workshop titles and hours in order to qualify for reimbursement (unless otherwise specified). I understand that I will not be reimbursed above the current yearly maximum of \$700 total. I also certify that to date this calendar year, I have been reimbursed by the CASA/CRB Volunteer Association, Inc. a total of \$ _____ for training.

Signed: _____

Date: _____

Print Name: _____

Type: **CASA** **CRB** **Board**
(circle one)

Address: _____

SS# _____

Please See Other Side ➡

I attended the following sessions (*continued*):

Workshop Title	Date	Hours
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____

Expense Table

(please complete for Conference travel only)

Date	Hotel	Travel	Meals	Parking	Receipts?
	\$	miles	\$	\$	
	\$	miles	\$	\$	
	\$	miles	\$	\$	
	\$	miles	\$	\$	
Totals	\$	miles	\$	\$	N/A

For Office Use Only:

Received in Office

Posted to COMET

Sent To Board Treasurer

Check # & Date Rec'd

Date Mailed to Volunteer

(Director's Signature)

Date: _____

Please send completed form to:

Lucas County Juvenile Court
Carol Martin- CASA Dept.
1801 Spielbusch Ave.
Toledo, Ohio 43624

The Lucas County Juvenile Court
Court Appointed Special Advocates (CASA) • Citizens Review Board (CRB)
1801 Spielbusch Avenue • Toledo, Ohio 43624-1370 • 419-213-6753
www.casakids.net
